



Position Announcement Sales Manager, Kenai Fjords National Park

Join us! Help us connect people to the wonders of Kenai Fjords National Park by managing our fantastic interpretive retail outlets there, which include the Kenai Fjords National Park Information Center in Seward and the Visitor Center store at Exit Glacier. This position requires residency in the immediate area from early April through late September.

Founded in 1959, Alaska Geographic, headquartered in Anchorage Alaska, connects people to Alaska's magnificent parks, forests, and refuges. We achieve our mission through educational bookstores, publishing, encouraging volunteerism, and by engaging youth in hands-on learning programs in Alaska's wildest classrooms. We are supported in our efforts by our partner agencies, members, donors, and customers.

For more information, please visit www.alaskageographic.org Alaska Geographic is an equal opportunity employer.

Duties & Responsibilities:

- Manages branch retail and business operations in accordance with the Alaska Geographic guidelines.
- In coordination with Director of Sales, orders product; maintains appropriate inventory levels.
- Manages the branch budget.
- Maintains accurate inventory and financial records.
- Supervises cash management and banking duties.
- Completes reports required by the Central Office.
- Hires, trains, schedules and supervises any seasonal staff.
- Provides payroll information to central office bi-weekly.
- Participates in applicable partner agency meetings and training.
- Maintains positive relationship with agency (NPS).
- Promotes Alaska Geographic in the local community.
- Maintains regular communication with central office.
- Informs the Director of Sales of branch or NPS activities and issues that affect Alaska Geographic.
- Communicates Alaska Geographic's mission and services to the visiting public.
- Responsible for all aspects of retail management, including merchandising.
- Other tasks requested by Central Office personnel.

Requirements:

- 5+ years experience in retail or business management.
- Knowledge of basic bookkeeping.
- Familiar with Alaska's cultural and natural history.
- Comfortable with computers and proficient in the use of Excel and Word.
- Ability to work independently while maintaining strong connection with the Central Office leadership team.
- Strong verbal and written communication skills.
- Valid driver's license and personal vehicle available for commutes between Seward and Exit Glacier.

Position & Wage:

40 hours a week during the summer season with some overtime and weekend hours as necessary (hours may vary); possible occasional hours during the winter months. Salary DOE.

This position will require both Alaska Geographic and NPS background checks.

To apply:

Recruitment ends February 28, 2013.

Mail, email or fax resume, references and letter of interest, subject line KEFJ SALES MANAGER, to the following address:

Alaska Geographic
Attn: Director of Sales
810 E 9th Ave
Anchorage, AK 99501
(907) 274-8343 Fax
sweston@alaskageographic.org